

# PRO Grants

## Formal requirements/checklist for the submission of the grant application

The application form, the summary, proposal, budget, and image materials are submitted digitally. Please email the files as attachments to: [prosubsidies@stroom.nl](mailto:prosubsidies@stroom.nl)

### Applications for a PRO grant need to include the following information:

- The grant application form;
- A summary of the project/programme/research programme;
- The project proposal or work plan (in the case of a Premium or Invest grant application);
- A balanced and itemised budget and coverage plan.
- Relevant documentation;
- Curriculum vitae/curricula vitae;
- Possible additional appendices
- In addition, Hague artists are required to update their cv and visual materials at [www.thehagueartists.nl](http://www.thehagueartists.nl) prior to application.

### Specifications for the submitted application

- The grant application needs to be submitted in Dutch, except in cases where this is not the applicant's native language;
- The summary of the project proposal has a maximum word count of 80 words;
- The proposal has a maximum of 2,500 words (including the summary but excluding budget, visual documentation and curricula vitae) and does not contain any visual material. Text is made up in 11-point type. All pages should be numbered and in portrait format with a normal text area and margin;
- Only 1 copy is submitted of the accompanying documentation, the curriculum vitae/curricula vitae and possible other appendices;
- Curricula vitae are limited to a maximum of 1 A4-size page per CV;
- The documentation, cv's and any other attachments are submitted separately from the proposal and at the same time as the application (in the case of large files by WeTransfer or similar service);
- All appendices are exclusively intended for presenting additional information about your proposal and will be reviewed as such by the PRO Grants Advisory Committee. All information relevant to the project needs to be presented in the proposal/work plan/programme itself rather than in an appendix.

### Specifications for the submitted documentation

- The documentation can only be submitted digitally. Large files can be sent by WeTransfer or a similar service – with the exception of sketches, dummies, paper publications and scale models;
- The applicant's name should be clearly marked on the storage medium;
- The digital documentation consists of a minimum of 10 and a maximum of 20 images;
- Image sizes should be no more than 5 MB per image;
- The images' sequence and numbering need to match those recorded on the list of documentation materials. Numbering should be in the format 01, 02, 03, etc.;
- Images should not be stored in separate folders but presented in a single document (PDF format);
- Each page of this PDF should contain a single image. Please do not include possible explanatory text in the visual presentation itself, but in the accompanying list of documentation materials (see below);
- The documentation is accompanied by a mandatory list of documentation materials. This lists the following characteristics for each work: Title, year of production, dimensions, technique, possible additional information. Please limit explanatory text to a maximum of 30 words per image.
- Video/film compilations should have a maximum length of 3x3 minutes.